

**Arizona Set Aside Procurement Program
Committee Meeting Minutes**

October 10, 2008

Attendance:

Members Present:

Armando Bernasconi
Steven King

Bill Branson
Richard Monaco

Jordann Carrillo
Kevin Webster

Members Absent:

Jean A. Clark, Chair

Ingram, Karen

Rebecca O'Brien

State Procurement Office Present:

John Red Horse

Jan Hart

Others Present:

C. Gonzalez, VSSHC
John Principale, Express Digital
Elise Piatt, Triadvocates

Bill Pope, HP
D. Williams, STARS

Fred Siegel, Gompers
Paul Wilson, Goodwill

Minutes:

I. CALL TO ORDER: John Red Horse

II. ROLL CALL

III. APPROVAL OF MINUTES: July 9, 2008 meeting

Motion to approve the minutes: Richard Monaco

Second: Kevin Webster

The minutes were approved as presented without discussion.

IV. ANNOUNCEMENTS / DISCUSSIONS:

Bill Branson asked about a key for agency acronym. John Red Horse will provide a complete list to the Set Aside Committee members.

V. CONTRACT ITEMS (Possible Action)

1. EPS080020 Document Imaging Services, AIB – Updated Scope of Work and Pricing

The changes are mostly language clarification for current products/services with some price changes/reductions. Large format scanning was added to the services offered.

MOTION: Bill Branson made a motion to approve the changes.

SECOND: Steven King

DISCUSSION: None

MOTION CARRIED UNIMOUSLY.

2. GOMPERS New Contract Request – Document Imaging

Fred Siegel spoke on behalf of the contract. He stated the market is enormous for document imaging and they have partnered with Express Digital to solve many of the problems. The work is not a pass through, but 85% of the work is done by GOMPERS clients, who are disabled. GOMPERS staff/client ration is 4 to 1. They feel they are very competitive and positioned their pricing with the market. They have been in the valley for 5 years. All of GOMPERS clients are DDD High transition from High Schools. All are HIPAA trained and qualified. Their wages are based on the jobs and ability. They would be willing to partner with another Set Aside company with the overflow of work.

MOTION: Richard Monaco made a motion to award the contract.

SECOND: Jordann Carrillo

MOTION CARRIED UNIMOUSLY.

VI. FUTURE AGENDA ITEMS

1. Sponge Contract
2. Printer Maintenance Contract

VII. COMMITTEE COMMENTS AND SUGGESTIONS

1. What is a small business?
Less than 100 employees or less than \$4,000,000 gross per year.
2. Does the State have small business goals?
Not on a formal solicitation level (\$50K and less)
3. Does the State include non-profits as Small Business?
Yes.

VIII. CALL TO THE PUBLIC

There were no items from the public.

IX. ADJOURNMENT

The meeting adjourned at 3:15 p.m.

NEXT MEETING: Wednesday, January 14, 2009


To have items included on the next regular agenda, contact John Red Horse at (602) 542-9127.



Jean A. Clark, CPPO, C.P.M., CPPB, CPM
State Procurement Administrator

Submitted by Jan Hart
Executive Assistant, State Procurement Office

APPROVED BY THE COMMITTEE



Jean A. Clark, CPPO, C.P.M., CPPB,
CPM
State Procurement Administrator

January 14, 2009

Date

POSTED: January 20, 2009